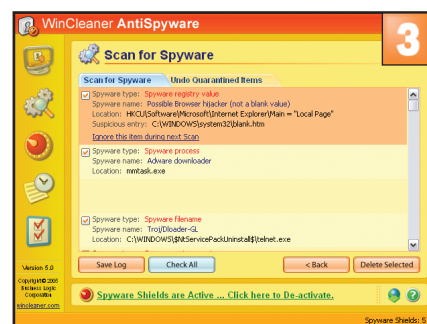
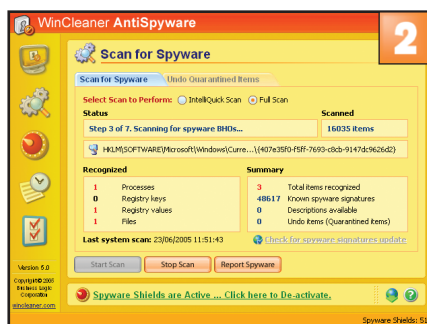
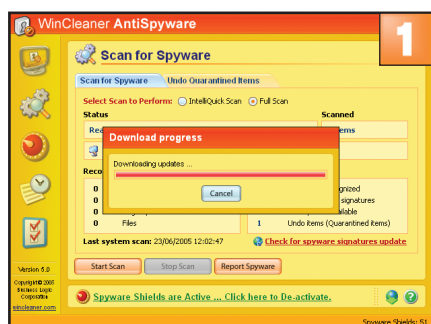




HOW TO... Eradicate spyware

If your computer starts behaving mysteriously, spyware may be to blame. Patrick Mundy shows how you can use WinCleaner AntiSpyware on our cover disc to keep your PC espionage-free



Spyware is undesirable software that secretly installs itself on your computer and reports personal information back to its creator, usually for marketing purposes.

Some spyware can automatically change your browser's home page, while others spy on your internet activities. Luckily, WinCleaner AntiSpyware can root out this software and banish it from your PC, and it's free with this month's cover disc.

AntiSpyware can perform two types of scan. The IntelliQuick Scan checks only the parts that are most likely to be infected. It picks up 99 per cent of spyware and takes only a minute to complete. The

Full Scan examines every file on your hard disk. This can take around half an hour, depending on how full your disk is, but it's a more thorough test.

1 When you have installed AntiSpyware it should start automatically; if not, run it from the Start menu. When you're given the option to download the latest spyware definitions, connect to the internet and click Yes. Every time you run AntiSpyware, you should make sure you get this update first. Click on the cogs and magnifying glass icon on the left to open the 'Scan for Spyware' page. Then click the 'Check for spyware signatures update' link.

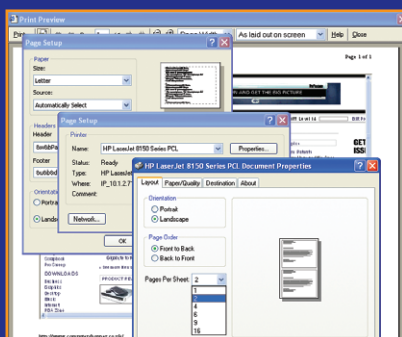
2 Under the 'Select Scan to Perform' option, choose IntelliQuick Scan or Full Scan. We recommend using the Full Scan initially and again every couple of weeks, and IntelliQuick Scan in between. Click Start Scan to begin.

3 At the end of the scan, you'll be presented with a list of suspect files. Unless you recognise an entry as something you've deliberately installed and want to keep, tick the box next to it. Click Delete Selected to send them to the software's quarantine. By clicking the Undo Quarantined Items tab, you can choose to restore individual items or permanently delete them. **ES**

HINTS & TIPS INTERNET

HOW TO... Print web pages efficiently

Have you ever printed out a web page, only to find that it doesn't quite fit on a single A4 sheet? You may get most information you want on page one and a couple of random elements of the web page on the second page. This is easy to fix: after clicking Print, change the Page Range setting from All to Pages. Enter the pages you want; for just the first page, type 1. But what if you want the information that spills over on to the second page? Some printer drivers allow multiple pages to be squeezed on to a single sheet. Click the Print icon, select your printer and click Preferences to access its driver settings. Most printers will give the option to print two pages per sheet. Select landscape orientation, and the page will appear as it does on the web, but more condensed.



HINTS & TIPS WORD

HOW TO... Set the language in Word

Microsoft Word's spellchecker is a tool many of us couldn't cope without, but it only works properly if it's set to the right language. You can set the default language from English (US) to English (UK) easily. Go to the Tools menu and click Language, then Set Language. Find English (UK) on the list and click the Default button, then OK. All new documents will use the English (UK) dictionary for spellchecking. However, this won't affect any documents you've already started, nor any sent to you by other people. It may surprise you to learn that the language isn't set per PC or even per document. In fact, each word in a document can be designated a different language. So the only way to change an existing document to English (UK) is to select the whole document first by typing Ctrl-A, and then click Tool, Language, Set Language and select English (UK).

